

ZONING ADMINISTRATIVE OFFICER

JOB DESCRIPTION

The Town of Richmond seeks a permanent, full-time Zoning Administrative Officer (ZAO). The Zoning Administrator performs administrative and advanced professional planning work. The Director of Planning will provide day-to-day guidance for work products and a probationary period as Assistant Zoning Administrator can be expected. This is a very demanding and rewarding position that has its own set of unique challenges.

The duties for the Zoning Administrative Officer include but are not limited to administering the Richmond Zoning and Subdivision regulations, issuing zoning permits, answering questions and providing information to the public regarding zoning and land use, researching permit files, investigating complaints and violations, maintaining hard copy permit files and electronic permit databases, conducting fieldwork to ensure compliance and data gathering. The Zoning Administrative Officer serves as E911 Coordinator, staffs the Development Review Board (one Wednesday evening per month and other meetings as required), conducts site plan review and drafts Development Review Board Decisions.

QUALIFICATIONS

Bachelor's degree in Community and Regional Planning or similar, Geography, Environmental Studies, Public Administration or a related field, or an equivalent combination of education and experience is required. Knowledge of local permitting processes and statutory requirements for municipal and regional planning is preferred. Knowledge of Stormwater regulations and Erosion and Sedimentation (E&S) Best Management Practices (BMP's) is highly desired. Proficiency in Windows-based software (Word, Excel, and Publisher), and basic GIS software is required. The ability to read maps and engineered site plans. Ability to maintain organized and accessible zoning records.

Special requirements: ASFPM Certified Floodplain Manager (CFM) certification to be obtained within 12 months as a condition of employment.

A valid Vermont State driver's license is required.

Benefits:

A full job description is available at www.richmondvt.gov/about-richmond/job-listings/. The starting wage is \$27.52 to \$30.76 per hour dependent upon qualifications and experience. Vermont Retirement (VMERS), Health and Dental, vacation and sick time offered.

Review of applications begins on May 26, 2025. Please send, via email, cover letter, resume, three current references and two writing samples to the Director of Planning and Zoning, Keith Osborne at koborne@richmondvt.gov with the subject line "Richmond Zoning Administrator Position".